Guided Practice 17

# Members Pending Enrollment Report

September 15, 2017

This guide will walk you through the steps of running a report showing employees that have not completed their mandatory online enrollment process.

This guided practice assumes you already know how to:

- Log in to MyTRS

For additional information and troubleshooting please contact
your district's assigned ESU representative or EmpSup@trb.state.ma.us

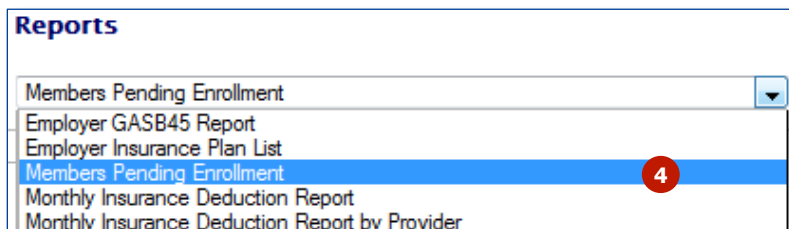## Running a Members Pending Enrollment Report

1.  Log in to MyTRS.

2.  Select "Deduction Reports and Payments" from the home page or from the "Go To" drop down list at the top of the page.



3.  Click on the **Reports** tab.
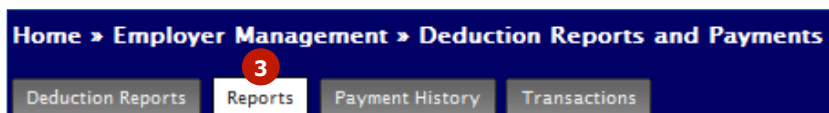


4.  Choose **Members Pending Enrollment** from the drop down list.



5.  Click **Show Report**.

6. A list of employees that have not yet completed the online enrollment process will be displayed.

7.  To export this report, click the **Export** link.



8.  The Members Pending Enrollment report can be exported to PDF, Excel, or CSV. Choose the program of your choice and follow the prompts to complete the export process.  The file can be saved with the chosen program.  MTRS recommends exporting to a CSV file and opening the report in Excel.



9.  Once the report has been exported, click **Close**.